Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Organizational Unit Action_Create

<div style="border:1px solid">PP03</div>

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
10/27/04	J. Kruegor	
11/7/04	A Farrell	Script standards
12/15/2005	Chylynn Hansel	Edits
1/19/2007	Kelly Welsh	Edits
1/26/2007	Janet Pasion	Update procedure to add more clarification to each step.

State of Washington HRMS

File name:
ORG_UNIT_ACTION.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 1/26/2007 1:29:00 PM

SAP Parent
Page 1 / 14

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Purpose

Use this procedure to create an Organizational Unit and its attributes.

Trigger

Perform this procedure when a new Organizational Unit (department, division, project, etc.) must be created.

Prerequisites

Parent Organizational Unit must exist.

Cost center must exist.

Menu Path

- Human Resources → Organizational Management → Tools → Object → Actions

Transaction Code

PP03

Date	Procedure Update Log
1/19/2007	Procedure Name Change
1/26/2007	Update procedure to add more clarification to the steps.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
ORG_UNIT_ACTION.DOC   **Last Modified:** 1/26/2007 1:29:00 PM   Page 2 / 14
Reference Number:

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Helpful Hints

This user procedure should be used by the Organizational Management Processor or Organization Configuration Analyst when a new Organizational Unit is needed.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

State of Washington HRMS

File name:
ORG_UNIT_ACTION.DOC
Reference Number:
Version: SME Approved Script
Last Modified: 1/26/2007 1:29:00 PM
SAP Parent
Page 3 / 14

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Procedure

1. You have started the transaction using the transaction code **PP03**

Maintain Plan Data: Execute Actions

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Object Type	R	The type of object being created.
		Example: O Org Unit
Planning Status	R	The status of the object. All objects are "active".
		Example: 1 Active
Validity	R	The validity period is defined as beginning on the start date and ending on the end date.
		Example: 7/29/2004 to 12/31/9999

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
ORG_UNIT_ACTION.DOC   **Last Modified:** 1/26/2007 1:29:00 PM   Page 4 / 14
Reference Number:

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Field Name	R/O/C	Description
Action	R	The type of action to be created.
		Example: O Create Organizational Unit

Maintain Plan Data: Execute Actions

3. Click (Execute) to execute the process.

State of Washington HRMS

File name:
ORG_UNIT_ACTION.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 1/26/2007 1:29:00 PM

SAP Parent
Page 5 / 14

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Essential relationship Object

4. As required, complete/review the following fields:

Field Name	R/O/C	Description
Object abbr	R	The abbreviation of the Organizational Unit name.
		Example: New Org Unit
Object name	O	The name of the Organizational Unit.
		Example: New Org Unit

The Object abbreviation is a maximum of 12 characters. The Object name is a maximum of 40 characters.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
ORG_UNIT_ACTION.DOC	**Last Modified:** 1/26/2007 1:29:00 PM	Page 6 / 14
Reference Number:		

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Essential relationship Relationships

5. Click enter (enter) to validate the information .

6. Click save (Save) to save.

7. As required, complete/review the following fields:

Field Name	R/O/C	Description
ID of Related Object	R	The system assigned number of the Parent Organization Unit, which the new created Organizational Unit is assigned to. **Example:** SOW Use the matchcode button and perform a Structure Search if you do not know the parent Organizational Unit number.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
ORG_UNIT_ACTION.DOC   **Last Modified:** 1/26/2007 1:29:00 PM   Page 7 / 14
Reference Number:

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Essential relationship Relationships

8. Click ✅ (Enter) to validate the information.

9. Click 💾 (Save) to save.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
ORG_UNIT_ACTION.DOC	**Last Modified:** 1/26/2007 1:29:00 PM	Page 8 / 14
Reference Number:		

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Essential relationship Relationships

10. As required, complete/review the following fields:

Field Name	R/O/C	Description
ID of Related Object	R	The system assigned number of the Cost Center, which the new organizational object will be assigned to. **Example:** 999999999 Use the matchcode button to search for the appropriate cost center.

State of Washington HRMS

File name:
ORG_UNIT_ACTION.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 1/26/2007 1:29:00 PM

SAP Parent
Page 9 / 14

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Essential relationship Relationships

11. Click ✓ (Enter) to validate the information.

12. Click 🖫 (Save) to save.

13. Review the Essential relationship Relationships Infotype.

State of Washington HRMS

File name:	Version: SME Approved Script	SAP Parent
ORG_UNIT_ACTION.DOC	Last Modified: 1/26/2007 1:29:00 PM	Page 10 / 14
Reference Number:		

Essential relationship Relationships

| Infotype | Edit | Goto | Extras | View | System | Help |

Essential relationship Relationships

Organizational unit	New Org Unit	New Org Unit
Planning Status	Active	
Validity	07/29/2004	to 12/31/9999

Key fields for cost center

| Cost Center | | |
| CO Area | | |

Do not enter any information on this Infotype.

14.   Click (Save) to save.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
ORG_UNIT_ACTION.DOC   **Last Modified:** 1/26/2007 1:29:00 PM   Page 11 / 14
Reference Number:

Create Description

15. Perform one of the following:

If	Go To
You do not have the description for the Organizational Unit, click 🚫	Step 18
You have the description	Step 14

File name: **Version:** SME Approved Script   SAP Parent
ORG_UNIT_ACTION.DOC   **Last Modified:** 1/26/2007 1:29:00 PM   Page 12 / 14
Reference Number:

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents
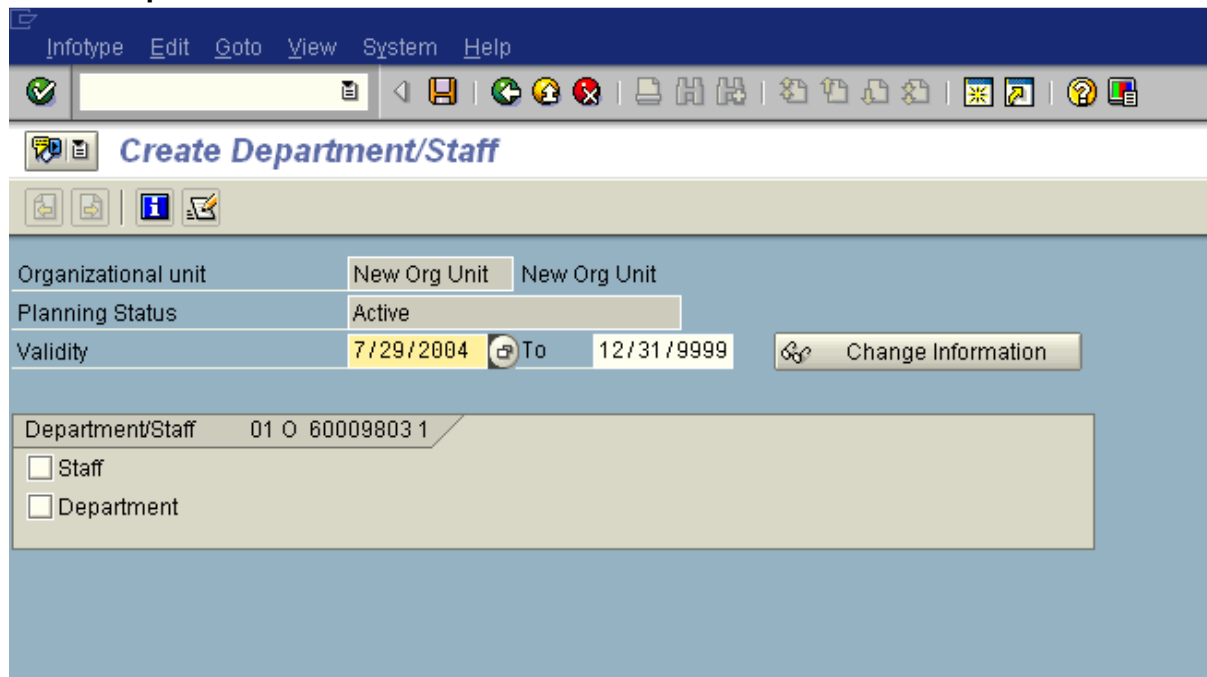
16. As required, complete/review the following fields:

Field Name	R/O/C	Description
Subtype	O	This is a way to further define the data being stored on an infotype. Only certain infotypes have subtypes. Only choose the General description subtype when creating an organizational unit. **Example:** General description
Description	O	This is a field that defines specific attributes of a position or an organizational unit. **Example:** This is agency specific.

**17.** Click ✅ (Enter) to validate the information.

18. Click 💾 (Save) to save.

Create Department/Staff

19. As required, complete/review the following fields.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
ORG_UNIT_ACTION.DOC	**Last Modified:** 1/26/2007 1:29:00 PM	Page 13 / 14
Reference Number:		

Title: *Organizational Unit Action_Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Org. Unit Formation*

HRMS Training Documents

Field Name	R/O/C	Description
Department	R	This indicates whether or not the organizational unit is a department or staff. ⚠️ You will always check Department.

20.   Click ✅ (Enter) to validate the information.

21.   Click 💾 (Save) to save.

22.   You have completed this transaction.

Result

You have created an Organizational Unit.

Comments

State of Washington HRMS

File name:
ORG_UNIT_ACTION.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 1/26/2007 1:29:00 PM

SAP Parent
Page 14 / 14